

**Printing and Finishing**

(From Print-Ready PDF or Paper Artwork)

|                               | Digital     |             |                |
|-------------------------------|-------------|-------------|----------------|
|                               | B&W         | Colour      | 2-colour Litho |
| Booklets (stitch/fold/trim)   | 5 - 10 days | 5 - 10 days | 5 - 10 days    |
| Business Cards                | N/A         | 3 - 5 days  | 5 - 10 days    |
| Certificates                  | 2 days      | 2 days      | 2 days         |
| Committee Papers              | 1 day       | 1 day       | N/A            |
| Compliment Slips              | 5 days      | 3 - 5 days  | 5 - 10 days    |
| Course Packs *                | 5 days      | 5 days      | N/A            |
| Envelopes                     | N/A         | N/A         | 5 - 10 days    |
| Exam Papers                   | 1 day       | 1 day       | 1 day          |
| Extracts                      | 2 days      | 2 days      | N/A            |
| Flyers/Leaflets               | 3 days      | 3 days      | 5 days         |
| Forms - single sheets         | 2 days      | 2 days      | 5 days         |
| Forms - multi-page            | 3 - 5 days  | 3 - 5 days  | 5 - 10 days    |
| Forms - NCR sets              | 3 - 5 days  | 3 - 5 days  | 5 - 10 days    |
| Hand-outs                     | 2 days      | 2 days      | N/A            |
| Handbooks and Manuals *       | 3 days      | 3 - 5 days  | N/A            |
| Headed Letter Paper           | N/A         | N/A         | 5 - 10 days    |
| Invitations                   | 2 - 3 days  | 2 - 5 days  | 5 - 10 days    |
| Labels                        | 2 days      | 2 days      | N/A            |
| Posters (up to srA3) **       | 2 days      | 3 days      | 5 days         |
| Variable Data merge and print | 3 days      | 3 days      | N/A            |
| Variable Data print           | 2 days      | 2 days      | N/A            |
| Other documents               | 2 - 5 days  | 2 - 5 days  | 3 - 10 days    |

We can usually offer a same-day service for urgent jobs needing only up to 15 mins machine time, ie: up to 1000 A3 or 2000 A4 B&W, or 200 A3 or 400 A4 Colour, subject to prior commitments and workloads.

Please add at least 3 - 5 working days to above schedules if jobs are to be out-sourced.

\* during September and October, College-wide demand for bound course packs and handbooks quadruples, so we require extra production time during that period. Please allow 3 - 4 weeks for jobs submitted during August and September. Orders for Course Packs and Handbooks submitted late in the Summer Vacation and required for the start of term may need to be out-sourced, and will need a minimum of a week to produce, preferably two. An extra cost will be incurred.

\*\* Larger sized posters, up to A0, are out-sourced (allow extra 3 - 5 days).

**Design** = 2 - 20 days, dependent on nature of brief and proofing schedule required.

**Digitisation** = 2 - 5 days

**Supply Papers and Boards from Stock** = 1 - 3 days

**Empty Secure Shredding Sacks** = 1 - 2 days

**Collection of Filled Secure Shredding Sacks** = 1 - 3 days

**Recycling Waste Paper Bins** = 1 - 3 days

Note: a day is 24 hour period, counted from when the order arrives with us, and is a working weekday not including weekends.

*If your requirement is not listed here please call ext 7142 or email repro@gold.ac.uk*

